



City of Reno

## Business Licensing Guide

To obtain a City of Reno Business License for a Privileged Commercial  
Location Business

### Reporting Gross Receipts

The City of Reno Business License Office is located at:

1 East 1<sup>st</sup> Street, 2<sup>nd</sup> Floor

Reno, NV 89501

Tel: (775) 334-2090

Fax: (775) 334-6336

[businesslic@cityofreno.com](mailto:businesslic@cityofreno.com)

This guide has been developed to assist City of Reno business license applicants in successfully completing the business licensing application process. This guide will be applicable to the majority of non-privileged annual licenses operating from a commercial location within the City of Reno limits.

Business License Applications can take up to 60 days to process and must be submitted together with an Annual license application; please submit your applications accordingly.

Please read through each step before starting your licensing process.

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1. State law (NRS 364A) requires you to register your business with the State of Nevada or, in some cases, to receive an exemption from their requirements. **Proof of registration will be required by the City of Reno at time of application for a City of Reno business license.**

Secretary of State  
202 North Carson Street  
Carson City, NV 89701  
(775) 684-5708  
Website: [www.nvsos.gov](http://www.nvsos.gov)

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2. Filing Articles of Incorporation with the Nevada Secretary of State. The City of Reno does not require you to provide this information when applying for a City of Reno business license, unless your City of Reno business name will be the exact name appearing on the corporate documents. In this case, proof of registration will be required by the City of Reno at time of application for a City of Reno business license.

Nevada Secretary of State  
202 North Carson Street  
Carson City, Nevada 89701-4201  
(775) 684 5708  
Website: [www.nvsos.gov](http://www.nvsos.gov)

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3. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns. EINs are used by employers, sole proprietors, corporations, partnerships, non-profit organizations, trusts and estates, government agencies, certain individuals and other business entities. This number is required by the City of Reno only when your business is incorporated or when you are applying for a privileged license.

Business and Specialty Tax line at  
1-800-829-4933, Monday through Friday  
7 a.m. - 10 p.m. local time.  
TTY/TDD: 1-800-829-4059

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4. Using a fictitious name (this is an assumed name which does not indicate the real name of each person who owns an interest in the business) in place of your legal name for your business also known as DBA or Doing Business As, requires that you register with the Washoe County Clerk. Proof of registration will be required by the City of Reno at time of application for a City of Reno business license.

Washoe County Clerk:  
75 Court St.  
Reno NV 89501  
(775) 328-3270

- ☐ 5. The state requires that a Workers' Comp Insurance form is filled out and submitted to the City of Reno. If you will have employees, please come prepared with the insurance policy number and the expiration date of your policy. This information will be required by the City of Reno at time of application. The completed form is required to be notarized if it's not signed in front of a City of Reno official.
- ☐ 6. If you will not have employees, please include the Workers' Comp Insurance form with your application packet, and mark the category which says that you will *not* have employees. This form is required to be notarized if it's not signed in front of a City of Reno official and must be submitted with your application packet.
- ☐ 7. Appropriate fees must be submitted with the application packet at time of submission. (Please call (775) 334-2090 for a fee quote)
- ☐ 8. The City of Reno business license packet can be obtained online at [www.cityofreno.com](http://www.cityofreno.com), by contacting us at (775)334-2090 or requesting the packet via e-mail at [businesslic@cityofreno.com](mailto:businesslic@cityofreno.com). The packet will include:
- a. Business License Application
  - b. Business License Review Form
  - c. Industrial Insurance Compliance Form (Workers' Comp Insurance). **Please note that this form must be notarized if the licensee is not present at time of application.**
  - d. Personal History Statement (PHS)

#### **SUBMITTING THE APPLICATION PACKET:**

You may submit your application packet in person at 1 East First Street, 2nd Floor or by mail to City of Reno Revenue Division, P.O. Box 1900, Reno, NV 89505. Please be sure that all the forms listed in the above steps 1-8 (do not include the PHS in step 8-d) are complete and part of the packet submitted to avoid delays in the processing of your application. Incomplete applications can not be processed until all necessary information is provided to the City of Reno.

In addition, a background check must be performed on every individual applying for a privileged license. in order to process the background check, the PHS provided to you with the application packet must be submitted to the Reno Police Department (RPD) which is located at 455 East 2nd Street. Part of the background also includes fingerprinting which must be done in person. For questions regarding the PHS, please call RPD at (775) 334-2180.

#### **INSPECTIONS PROCESS:**

Once your application is complete and has been submitted, the inspection process begins. Business License staff will submit the application for required inspections. The process may take up to 60 days to complete, assuming there are no open building permits to construct or remodel the location. At the time of submittal, City of Reno staff will indicate which inspections are necessary for the processing of your application. The required approvals and the appropriate contact information for each are listed below. A business license will be approved by the Revenue Division once every department listed has recommended approval after the business location has passed the department's inspection.

- ☐ 1. Planning/Zoning inspection - For information, please contact:  
Community Development (Planning)  
1 E. First Street, 2nd floor  
Tel: (775) 326-6629  
Fax: (775) 334-6336

- ☐ 2. Building inspection - For information, please contact (Only necessary if there will be construction done at the location or if a Certificate of Occupancy is required):  
Community Development (Building)  
450 Sinclair St.  
Tel: (775) 334-2043  
Fax: (775) 334-2273
- ☐ 3. Fire inspection- For information, please contact:  
Fire Department  
Tel: (775) 334-2300  
Fax: (775) 328-3650
- ☐ 4. Washoe County Health inspection - For information, please contact:  
Washoe County Health Department  
1001 E. 9th St.  
Tel: (775) 328-6176  
Fax: (775) 328-2400
- ☐ 5. Council's Review - Please contact:  
Revenue Division  
1 E. First St., 2<sup>nd</sup> Floor  
Tel: (775) 334-2090  
Fax: (775) 334-6336
- ☐ 6. Background Check- For information, please contact:  
Police Department  
Tel: (775) 334-2180
- ☐ 7. Revenue Division Review - This is the final review which occurs after all other reviews have been received. For information, please contact:  
Revenue Division  
1 E. First St., 2<sup>nd</sup> Floor  
Tel: (775) 334-2090  
Fax: (775) 334-6336

**PLEASE NOTE:**

A privileged business is qualified to obtain an Interim Privileged Business License if:

1. The customer submitted a complete application packet for a Privileged Business License (the Personal History Statement is also part of the packet).
2. It has been at least 30 calendar days since the complete application was submitted.
3. The only missing inspection by the business to complete the process is the Police Department's recommendation.

## City of Reno Business License Application Instructions

- 01) Enter the corporation name. If there is no corporation name leave this block blank.
- 02) This is the name of the business. The name of the business must **exactly** match the name of the business on the Washoe County fictitious name registration and the Department of Taxation registration. If the business name on all three forms does not **exactly** match, the application will not be accepted.
- 03) The day that you plan to start operations. If you have already started operations a 50% penalty will be assessed.
- 04) The physical location of your business. This can not be a Postal Mail Box of any sort, not even a mail drop box. This address must be the actual physical location of business operations.
- 05) If the business is a sole proprietorship it may not have an EIN. In that case no EIN is needed. All other businesses must provide their EIN.
- 06) Physical address City.
- 07) Physical address State.
- 08) Physical address Zip Code.
- 09) The phone number of the business.
- 10) The address to which you would like mailed documents for the business to be sent.
- 11) The fax number of the business.
- 12) Mailing address City.
- 13) Mailing address State.
- 14) Mailing address Zip Code.
- 15) The e-mail address that you would like us to send information to.
- 16) Business Entity Type. When you registered with the State of Nevada Department of Taxation you specified your entity type. Select the same type here.
- 17) Contractor's License Number (*if applicable, not required*).
- 18) Nature of Business. Enter a precise and inclusive description of your business operation.
- 19) The physical location of rental properties (*if applicable*).
- 20) The number of rental units (*if applicable*).
- 21) An estimation of your first year's gross receipts in Reno. You will report the actual gross receipts in the next annual licensing cycle and your licensing fee will adjusted appropriately.
- 22) Your name.
- 23) Your title. For example, 'CEO'; or, 'Owner'.
- 24) Your phone number.
- 25) Your home address.
- 26) An alternate phone number, like your cell phone or another phone number where we can reach you.
- 27) Home address City.
- 28) Home address State.
- 29) Home address Zip Code.
- 30) Your birth date. **This must be filled in. This block is not optional.**
- 31) The information for other owners or people with financial interest in the company (*as applicable*).
- 32) A person we should call (other than you) in the event of an emergency.
- 33) The phone number of your emergency contact.
- 34) Information regarding legal history.

- 35) Your signature.
- 36) Your title. (See block 23)
- 37) The date you are signing the business license application.

When you submit your application, the appropriate fees must also be submitted at that time.

### FEE SCHEDULE

Application Processing Fee	\$ <u>23.00</u>	REQUIRED
License Fee	\$ _____	Compute from table below
Penalty (50% of license fee)	\$ _____	If business has commenced, add penalty
Planning Fee	\$ <u>100.00</u>	If Applicable
<b>TOTAL FEES DUE</b>	<b>\$ _____</b>	

COMPUTE LICENSE FEES BASED ON:	
If Total Gross Receipts are:	Then Fee is:
\$0 through \$20,000	\$ 60.00
\$20,001 through \$100,000	\$130.00
\$100,001 through \$5,000,000	\$130 plus .00085 times amount over \$100,000
Over \$5,000,000	\$4,295 plus .00065 times amount over \$5,000,000

Example fee calculation of \$150,000 in Gross Receipts:

\$130 for the first \$100,000 in Gross Receipts

Then \$50,000 (The amount over \$100,000) times .00085 = \$42.50

\$130 + \$42.50 = \$172.50 in licensing fees for \$150,000 in gross receipts.

A 50% penalty is applied in the event that you have started working without a business license.

That is 50% of the licensing fees. In the above example the penalty would be \$86.25; this is 50% of \$172.50.